### **Health and Safety File Checklist**

**Location:** [Specify location]  
**Date:** [Insert date]  
**Inspector(s):** [Insert name(s)]  
**File(s) Inspected:** [Specify files or records]

| **Item** | **Description** | **Yes/No/NA** | **Notes/Action Required** | **Completed By** | **Completion Date** |
| --- | --- | --- | --- | --- | --- |
| 1.1 | Health and Safety policies and procedures are filed and updated |  |  |  |  |
| 1.2 | Employee training records are current and complete |  |  |  |  |
| 1.3 | Incident and accident reports are filed properly |  |  |  |  |
| 1.4 | Inspection and audit records are up to date |  |  |  |  |
| 1.5 | Records of equipment maintenance and testing are available |  |  |  |  |
| 1.6 | Safety meeting minutes are documented and accessible |  |  |  |  |